

ICEMA LIVESCAN INFORMATION

Effective December 1, 2005, ICEMA will require all initial applicants for EMT -1 certification to submit fingerprints to the California Department of Justice (DOJ) for a criminal history background check. Fingerprinting is done using "Live Scan" technology at several locations throughout the region. Live Scan technology uses computer images to send fingerprints immediately to the DOJ.

Live Scan Agencies

Live Scan forms can be printed from our website, picked up in person, or requested by mail or email. If you print a copy from our website, you must print and complete three copies: one for the Live Scan agency, one for ICEMA and one for you. The forms must be completed prior to arriving for your Live Scan appointment.

Getting a Live Scan Form

A Live Scan form and related instructions can be obtained at our office, or from our website at *ICEMA.net* then Accreditation/Certification then EMT-I).

Fees

The applicant must pay the fee for the background check at the time of fingerprinting. The DOJ charges \$32 to process the fingerprints; in addition, each Live Scan agency charges a "rolling fee" that generally costs approximately \$20. You pay the total of these two fees (added together) to the Live Scan Agency when you go to submit your fingerprints. Be sure to confirm what each agency accepts as methods of payment (personal checks, money orders, or cash). Remember to bring a picture ID.

Contact a Live Scan Agency. There is a list of available sites on the ICEMA website. The list includes hours of operation, cost, whether an appointment is necessary, and method of payment. Locations of Live Scan agencies in other counties can be found on the Internet at <http://ag.ca.gov/fingerprints/publications/contact.pdf>.

If You Have a Conviction History

Conviction of a crime does not necessarily mean that an applicant will be denied certification. The appropriate EMS staff, along with the County legal department, if appropriate, will review each individual case where the applicant has a criminal conviction. Decisions will be based on applicable State statutes and regulations, and a careful review of documentation. If an applicant is denied, he/she has the right to request a hearing. In addition to certification actions, an EMT -1 certificate may be suspended or revoked based on criminal history information. Applicants with a criminal conviction or who are involved in an active prosecution can expect a delay in the processing of their application. Submitting a letter explaining the case and copies of court documents can help us in the decision process.

What to Submit with Your Application

Applicants must submit a copy of the Live Scan form with their certification paperwork. Certifications will be issued after review of the application, associated documentation, results of the background check and receipt of the EMT - I certification fee. Please allow four (4) weeks to receive your certification.

If you have any questions, please contact Denice Stiles at (909) 388-5813.